

**Enrolled Memorandum of the Meeting  
Study Session/Meeting Convened Electronically  
Twenty-Ninth Town Council of Highland  
Monday, May 04, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met *electronically* in a study session on **Monday, May 04, 2020** at 6:31 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Special note:** This meeting was convened allowing members of the Town Council to participate electronically without being physically present, be counted in the quorum and able to simultaneously listen and respond to matters taken up in the meeting, all pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09 extended by Executive Order No. 20-25 allowing meetings to be convened pursuant to IC 5-14-1.5-3.6 for the duration of the Corona Virus COVID 19 emergency. Social distancing and sheltering in place were also ordered by the Governor as part of slowing the spread of the virus.

The meeting was streamed live on the Town of Highland, Indiana Facebook Page and participation was supported by the Zoom on-line communication platform.

**Silent Roll Call:** Councilors Bernie Zemen (participating electronically), Mark Herak (participating electronically but on the premises), Mark J. Schocke (participating electronically) Thomas Black (participating electronically) and Roger Sheeman (participating electronically) were present as indicated. The Clerk-Treasurer, Michael W. Griffin was present (participating electronically but on the premises) to memorialize the proceedings. A quorum was attained.

**Officials Present:** (all participating electronically), John P. Reed, Town Attorney; John M. Bach, Public Works Director; Pete Hojnicky, Police Chief; Pat Vassar, Assistant Police Chief; John Banasiak, Highland Police Department; Kathy DeGuilio-Fox, Redevelopment Director; Alex M. Brown, CPRP, Parks and Recreation Superintendent; and William R. Timmer, Jr., CFOD, Fire Chief were present.

**Additional Officials Present:** Larry Kondrat, Board of Waterworks Directors; and Ed Dabrowski, IT Consultant (Contract); was present.

**Guests:** Theresa Badovich of the Idea Factory; Robyn Pappenheim, P.E. from the DVG Team, Inc., and Ty Warner, AICP, Executive Director of the Northwestern Indiana Regional Planning Commission were also present participating electronically.

**General Substance of Matters Discussed.**

- 1. Robyn L. Pappenheim, P.E. (IN, IL) of DVG Team Inc., consulting engineer to the Traffic Safety Commission, Discussing with the Town Council the issue of the Park and Recreation successful grant application for the installation of Hawk Pedestrian Traffic Control at the Bike Path intersection at Kennedy Avenue. (NIRPC identified the project for funding in its forthcoming Transportation Improvement Plan. There is a difference of opinion on the merit of this installation.)**

Ms. Pappenheim presented several slides and animated graphic depictions regarding the Hawk Pedestrian Traffic Light System to enhance safety at the site where the existing Erie Lackawanna Bike Trail crossed Kennedy Avenue, south of the Jewett Street intersection and north of Wicker Avenue.

It was noted that the grant award from Federal Highway Authority, scored by NIRPC, is funded at 80 percent from Federal funds and 20 percent from local sources. The out of pocket was estimated between \$25,000 to \$80,000.

During the discussion it was noted that when a traffic study was conducted around 300 persons cross there on average.

There was discussion about abandoning the grant allowing it to be given to some other community and install a traffic light at Jewett Avenue and Kennedy, that would also work to manage pedestrian and automobile traffic.

The discussion considered the merits of pedestrian safety versus vehicular flow. Councilors Herak, Sheeman, Black and Zemen expressed reservations about Hawk systems.

Ms. Pappenheim noted that with the installation of the Hawk system, it would be desirable to prohibit left turns from Jewett onto Kennedy Avenue. The discussion included considering prohibiting left turns from Kennedy to Jewett Street.

While noting that the letting of the project was slated for 2021-2022, preliminary engineering really needed to begin soon if the project was to move forward. The Public Works Director indicated that he would be conferring with the design engineer for the project during the week and would give a harder timeline.

The Town Council and Clerk-Treasurer thanked Ms. Pappenheim for her presentation.

2. ***Discussion with Idea Factory regarding website features and reconfiguration.*** The Town Council discussed with Theresa Badovich some of page design reconfiguring that was desirable considering the vast amounts of content that were provided owing to the Corona Virus COVID-19 public health emergency and the associated information that has been needed for the website.

The discussion included the desirability to create a page for the site to honor veterans. The discussion included the consideration of the pricing for some of the changes to the website that were being recommended to organize the volume, make it easier to navigate and to add some new features. Ms. Badovich stated that she would prepare a proposal for the Town.

- 3 ***Discussion of status of the Independence Day Festival at Main Square. Community Events Commission seeks guidance owing to vendor deadlines and related issues.***

It was noted that the Community Events Commission's leadership expressed concerns regarding the need to receive feedback whether the Independence Day Festival and Parade were still to be conducted as usual. It was further noted that many vendors are expressing concerns regarding the likelihood of the event. The Commission is also concerned about approving contracts with some of the associated vendors and then having some payments due even if the events are cancelled or greatly abridged.

It was noted that in the recent communications from the Indiana Governor, the staged phased re-opening proposed a stage 5, which would begin on July 4. It was noted that presented a challenge to planning. Councilor Sheeman and Council President Schocke stated that were reaching out to the Governor's office to see if some reconsideration of the effective date could be made, perhaps rendering a new end

date of July 1. The discussion included the value of Independence Day Festival and the Parade as traditions. It was noted that even if State 5 status was moved to begin on July 1 instead of July 4, the social distancing guidance of at least six feet of separation and limiting public gatherings to 250 persons heavily challenges hosting a parade and the festival without increased crowd management, gates, fencing and other labor intensive measures.

The Town Council President suggested that the Council members deliberate on the matter and be prepared for further discussion at the plenary business meeting on May 11.

4. ***Discussion of the most recent orders of the Indiana Governor, particularly Executive Order No. 20-26.*** The Town Council and department heads present discussed the Governor's order and its specific requirements for employers – including the local government to have written plans for reopening and provisions for the express safety of workers as the public buildings become open.

The discussion acknowledged that there were many ideas suggested in recent weeks during the daily department emergency teleconference that are aligned with the general objects described in the Governor's order, but no specific staff person(s) were tasked with memorializing the ideas and beginning to shape them into the required policies that the Governor's order requires. It was noted such policies must be in writing and supplied to all employees.

The Redevelopment Director volunteered to consult with the Building Commissioner and explore working toward memorializing these ideas as the Governor's order suggests.

5. ***Discuss the status of meeting on Memorial Day. Cancellation either by vote of council or by direction of Town Council President. (See HMC Section 2.05.130(D))*** It was noted that it was customary to cancel the Town Council plenary meeting on Memorial Day. There was no objection to continuing this approach. The Town Council President stated that he is open to having on the agenda for Council action at the plenary business meeting on May 11 or he is fully willing to sign the proper instrument to cancel the meeting as well. The Clerk-Treasurer would confer with the Town Council President regarding this as the agenda was being constructed for the May 11 plenary business meeting.
6. ***Discussion of Status of draft Ordinance to amend the municipal code establishing an honorific display policy for the Town.*** The Town Attorney noted that a penultimate draft was currently being reviewed by a colleague whose practice deals with first amendment public expression matters. Following that review, he hoped to have a draft ready for review and mark-up.

There being no further business necessary or desired to be discussed by the Town Council, the *electronically convened* regular study session of the Town Council of **Monday, May 04, 2020**, was adjourned by the Town Council Vice President, as acting President at 8:31 o'clock p.m. (The Town Council President's communication feed froze and then disconnected).

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer